



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

****VACANCY RE-ANNOUNCEMENT****

FEBRUARY 19, 2013

#04-13

DEPARTMENT: T.E.R.O
POSITION: COMPLIANCE OFFICER
SALARY: \$10.00-\$10.50 PER HOUR
CLOSING DATE: **MARCH 4, 2013**

SUPERVISORY CHAIN OF COMMAND:

Report directly to the TERO Director.

SUMMARY:

The Compliance Officer is responsible for monitoring employment practices of private and public sector employers on the Colorado River Indian Tribe Reservation. The Compliance Officer will investigate allegations of employment discrimination complaints, enforce Indian Preference, settle claims, refer and recruit Indians to gainful employment, and ensure compliance with the Tribe's preference priority and Indian Preference Laws and with State and Federal Regulations as needed.

DUTIES AND RESPONSIBILITIES:

- Assist in the organization and administration of Tribal Employment Rights Laws and performs collateral functions and activities as described in the CRIT Labor Code;
- Monitors industrial, construction, agricultural, commercial and public sector employers to ensure compliance with [preference priorities and local Indian Preference Laws; analyze potential problem areas and discriminatory barriers to employment, plan, and determinate actions needed;
- Assists the Director in providing the general public with information concerning the Tribal Employment Rights Office, employment training, and contracting/sub-contracting opportunities;
- Responsible for completing compliance reports and must assure that reports are documented accurately and in a timely;



- Assist the Director in improving the services of TERO by ensuring confidentiality, privacy, accountability and efficiency of the department;
- Formulates reports and summaries of all investigations;
- Assist Director in needed training assessments; conducts program functions as delegated or assigned by the TERO Director.
- Performs all other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have High School Diploma and/ or GED;
- Must have knowledge of the Tribal Employment Rights Ordinance, Labor Code Laws, Equal Employment Opportunity Commission and Affirmative Action.
- Ability to work independently and under pressure. This includes having the ability to analyze and remedy problems in a logical manner or have knowledge to refer individuals to outside sources for resolve;
- Strong verbal and written communication skills are required. Must have working experience with Microsoft PX Operating System and Office Professional Applications, specifically Word, Excel, Power Point, Access and Outlook. Must that the ability to navigate Internet with download and upload information;
- Must demonstrate effective public relations skills and ability to present a professional image for the TERO and the Colorado River Indian Tribes;
- Must possess a valid Arizona Driver's Licenses.
- Must pass a Drug & Alcohol Test;
- Must travel and participate in training recommended to meet the goals and objectives of applicable programs;
- Able to perform all duties and responsibilities of this position.

**APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT**

**26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

